



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

(The Original Post and Bid requirement for this vacancy has been met)

STAFF SERVICES ANALYST (SSA)
REVENUE RECOVERY AND ACCOUNTING DIVISION
LIENS AND OVERPAYMENT RECOVERY SECTION
Permanent/Full-Time
\$2,632.00 - \$4,155.00 (SSA)

Under the direction of the Staff Service Manager I, of the Liens and Overpayment Recovery Section (LORS), the analyst identifies, monitors and collects potential lien recoveries of monies paid to or on behalf of victims by the Victim Compensation and Government Claims Board's (VCGCB) and its statutory authority to assert its lien and subrogation rights including:

- ☒ Identify civil cases filed in designated county courts.
- ☒ Order civil data from county courts and evaluating individual cases to determine potential reimbursements.
- ☒ Filing formal/amended civil liens and subrogation notices with the appropriate parties.
- ☒ Communicating with various parties to explain the Board's statutory lien and subrogation rights.
- ☒ Negotiating the Board's lien with attorneys and other parties to reach an equitable resolution.
- ☒ Prepare written quarterly Civil Lien reports to management on results of visits.
- ☒ Review and analyze written requests to reduce or waive the Board's lien and prepare formal written recommendations.
- ☒ Preparing written analysis of cases for referral to the Attorney General's Office for assistance when necessary.
- ☒ Researching new ways of identifying potential lien and subrogation recoveries and preparing various status reports.
- ☒ Presenting an assertive professional demeanor while representing the Board's in research and other legal matters.
- ☒ Travel required up to a minimum of 30%, including overnight stays.

DESIRABLE QUALIFICATIONS:

- ☒ Strong analytical skills with the ability to work well under pressure.
- ☒ Excellent oral and written communications skills, with the ability to clearly articulate issues.
- ☒ Computer proficiency with Word and Excel in a work related environment.
- ☒ Ability to work well in a team setting, but have the ability to work independently.
- ☒ Knowledge of the statutes and regulations governing the VCGCB and Worker's Compensation.
- ☒ Ability to comprehend legal issues and present comprehensive, accurate, and creative oral and written arguments.
- ☒ Thorough and attentive to details with the ability to comprehend legal issues and present a comprehensive response.
- ☒ Demonstrate sound rational reasoning and problem solving abilities using critical thinking processes.
- ☒ Excellent attendance and interpersonal skills.
- ☒ Working experience in a legal, insurance and/or worker's compensation fast paced oriented environment.
- ☒ Graduation from college with a minimum of 6 semester or 9 quarter units of courses in a closely related field.

WHO MAY APPLY:

Only candidates either currently at or have eligibility for the SSA level need apply. In addition to the application, candidates must submit a current resume and cover letter explaining their eligibility and interest in this position. Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252
rjones1@vcgcb.ca.gov

FINAL FILING DATE:
April 21, 2006

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

California Relay Service:

Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-530-5157-806